



## VILLAGE OF GOSHEN, NEW YORK

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### **Third Party Pick Up for Birth Certificates**

If you are unable to come to our office yourself, we recommend that you order your certificate by mail. If you must have your record picked up by a third party, please follow these steps carefully:

- Provide the third party with a signed, dated and notarized letter stating who will be picking up your record, which record they will be picking up, and that you grant them permission to get the record for you.
- Send a completed and signed application form with the third party.
- Complete, print and sign the application form.
- You must include copies of your identification (see requirements above).

The person picking up your record will be required to provide proof of his or her identity following the same criteria as listed above and will need to co-sign the application form.